PHILIPPINE BIDDING DOCUMENTS

Procurement of Various Information Technology (IT) Resources for the Insurance Commission

Government of the Republic of the Philippines
Insurance Commission

Project Reference Number: 15-07-030

___ August 2015

Insurance Commission

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Section I. Invitation to Bid

Insurance Commission

Republic of the Philippines
Department of Finance
INSURANCE COMMISSION

INVITATION TO BID

PROCUREMENT OF VARIOUS INFORMATION TECHNOLOGY (IT) RESOURCES FOR THE INSURANCE COMMISSION

1. The **Insurance Commission through its Bids and Awards Committee (BAC)**intends to apply the sum **of Ten Million Six Hundred Thousand Pesos (Php10,600,000.00), inclusive of 12% VAT,** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Various Information Technology (IT) Resources for the Insurance Commission**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Insurance Commission (IC) now invites bids for the **Procurement of Various Information Technology (IT) Resources**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. Bidders should have completed, **within three (3) years from the date of submission and receipt of bids, a contract similar to the Project**. The description of an eligible bidder is contained in the Bidding Documents, particularly,in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail"criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwiseknown as the "Government Procurement Reform Act".Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from the IC-BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 A.M. to 5:00 P.M., Monday to Friday.**

5. A complete set of Bidding Documents may be acquired by interested Bidders starting **14 August 2015**from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS)and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

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6. ICwill hold a **Pre-Bid Conference** on **21 August 2015, 2:30 P.M.** at the ICExecutive Lounge,Insurance Commission, 1071 United Nations Avenue, Ermita, Manila,which shall beopen only to all interested parties who have purchased the Bidding Documents.

7. **Bids must be delivered** to the address below on or before **2September 2015**, **12:00 Noon**All Bids must be accompanied by a bid security in any of the acceptable formsand in the amount stated in **ITB** Clause 18.Late bids shall not be accepted.

8. Bid opening shall be on **2 September 2015, 2:30 P.M.** at the IC Executive Lounge, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila.Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below.

9. ICreserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

MR. ANTONIO A. SISON
BAC Chairperson
Insurance Commission
1071 United Nations Avenue, Ermita, Manila
523-8461 local 115
Email address **:bacsec@insurance.gov.ph**
Website :**www.insurance.gov.ph**

ANTONIO S. SISON
BAC Chairperson

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Section II. Instructions to Bidders

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General

1. Scope of Bid

1.1. The procuring entity named in the **BDS** (hereinafter referred to as the "Procuring Entity") wishes to receive bids for supply and delivery of the goods as described in

1.2.

1.3.

1.4.

1.5.

1.6.

1.7.

1.8.

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1.9. Section VII. Technical Specifications (hereinafter referred to as the "Goods").

1.10. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders andsuppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:

(a) defines, for purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to

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influence their participation in a procurement process, or affect the execution of a contract;

(v) "obstructive practice" is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedingsor investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause3.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

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(a) A Bidder has controlling shareholders in common with another Bidder;

(b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

(c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;

(d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;

(e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or

(f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.

4.2. In accordance with Section 47 of theIRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree.On the part of the Bidder, this Clause shall apply to the following persons:

(a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;

(b) If the Bidder is a partnership, to all its officers and members;

(c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and

(d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

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5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

(a) Duly licensed Filipino citizens/sole proprietorships;

(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

(c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

(d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; and

(e) Unless otherwise provided in the **BDS**, persons/entities forming themselves into a JV, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent(60%).

5.2. Foreign biddersmay be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

(a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;

(b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

(c) When the Goods sought to be procured are not available from local suppliers; or

(d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the National Statistics Office

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consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(iii).

5.5. The Biddermust submita computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this Project (CLC).

The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

Where:

K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The CLC must be at least equal to ten percent (10%) of the ABC for this Project. If issued by a foreign bank, it shall be confirmed or authenticated by a Universal or Commercial Bank. In the case of local government units (LGUs), the Bidder may also submit CLC from other banks certified by the*Bangko Sentral ng Pilipinas*(BSP) as authorized to issue such financial instrument.

6. Bidder's Responsibilities

6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).

6.2. The Bidder is responsible for the following:

(a) Having taken steps to carefully examine all of the Bidding Documents;

(b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;

(c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;

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(d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.

(e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

(f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

(g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;

(h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;

(i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and

(j) Complying with existing labor laws and standards, in the case of procurement of services.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.

6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.

6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.

6.6. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be

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responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.7. Before submitting their bids, the Bidderis deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.

6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.

8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

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Contents of Bidding Documents

9. Pre-Bid Conference

9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the

Bidders' questions on the technical and financial components of this Project.

(b) *The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the* **BDS**.

9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.

9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

10. Clarification and Amendment of Bidding Documents

10.1. Bidders who have purchased the Bidding Documents may request for clarification on any part of the Bidding Documents for an interpretation. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

10.2. Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

10.3. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System(PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

Preparation of Bids

11. Language of Bid

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The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulatein the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

(i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **BDS**;

(ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

(iii) Statement of all its ongoing and completed government and private contracts within the period stated in the **BDS**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:

(iii.1) name of the contract;

(iii.2) dateof the contract;

(iii.3) kinds of Goods;

(iii.4) amount of contract and value of outstanding contracts;

(iii.5) date of delivery; and

(iii.6) end user's acceptance or official receipt(s) issued for the contract, if completed.

(iv) Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar

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year, which should not be earlier than two (2) years from bid submission;

(v) NFCC computation or CLC in accordance with **ITB** Clause 5.5; and

(vi) Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.

Class "B" Document:

(vii) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

(b) Technical Documents –

(i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:

(i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or

(i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;

(ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and

(iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

13. Documents Comprising the Bid:FinancialComponent

13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

(a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;

(b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA

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issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and

(c) Any other document related to the financial component of the bid as stated in the **BDS**.

13.2. (a) Unless otherwise stated in the **BDS,** all bids that exceed the ABC shall not be accepted.

(b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:

(i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.

(ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

(iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.

(iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.

(v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

15. Bid Prices

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15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP),and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:

(a) For Goods offered from within the Procuring Entity's country:

(i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:

(i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or

(i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.

(ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.

(iii) The price of other (incidental) services, if any, listed in the **BDS**.

(b) For Goods offered from abroad:

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(i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippinesas specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

(ii) The price of other (incidental) services, if any, listed in the **BDS**.

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances.Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

(a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.

(b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rateas publishedin the BSPreference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

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17. Bid Validity

17.1. Bids shall remain valid for the period specified in the **BDS**which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding tothe extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

18.1. The bid security in the amount stated in the **BDS** shall be equal to the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
(e) Bid Securing Declaration	No percentage Required.

For biddings conducted by LGUs, the Bidder may also submit bid securities in the form of cashier's/manager's check, bank

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draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.

18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

(a) if a Bidder:

(i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;

(ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);

(iii) fails to submit the requirements within the prescribed periodor a finding against their veracityas stated in **ITB** Clause29.2;

(iv) submission of eligibility requirements containing false information or falsified documents;

(v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;

(vi) allowing the use of one's name, or using the name of another for purposes of public bidding;

(vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable

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cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;

(viii) refusal or failure to post the required performance security within the prescribed time;

(ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;

(x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;

(xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or

(xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

(b) if the successful Bidder:

(i) fails to sign the contract in accordance with **ITB** Clause 32; or

(ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses21 in two (2) separate sealed bid envelopes,and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid.

19.2. Forms as mentioned in **ITB** Clause 19.1must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and13. In the event of any discrepancy between the original and the copies, the original shall prevail.

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19.4. The bid, except for unamended printed literature, shall be signed,andeach and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".

20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

20.4. All envelopes shall:

(a) contain the name of the contract to be bid in capital letters;

(b) bear the name and address of the Bidder in capital letters;

(c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;

(d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.10; and

(e) bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of bids, in accordance with **ITB** Clause21.

20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

Submission and Opening of Bids

21. Deadline for Submission of Bids

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Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.

23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

24.1. The BAC shall open the first bid envelopes of Biddersin public as specified in the **BDS**to determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist

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of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion.If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".

24.2. Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.

24.3. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder's representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.

24.4. If a Bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in **ITB** Clause 12.1(a), items (i) to (v).

24.5. In the case of aneligible foreign Bidderas described in **ITB** Clause 5, the Class "A" Documents described in **ITB** Clause12.1(a)may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned.

24.6. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses12.1(a)(iii) to 12.1(a)(v)by any of the joint venture partners constitutes compliance.

24.7. A Bidder determined as "failed" has three (3) calendar days upon written notice or, if present at the time of bid opening, upon verbal notification, within which to file a request or motion for reconsideration

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with the BAC: Provided, however, that the motion for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the Bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed Bidder signifies his intent to file a motion for reconsideration,the BAC shall keep the bid envelopes of the said failed Bidder unopened and/or duly sealed until such time that the motion for reconsideration or protest has been resolved.

24.8. TheProcuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

Evaluation and Comparison of Bids

25. Process to be Confidential

25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.

25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:

(a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.

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(b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).

(c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.

(d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

27.2. A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.

27.3. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.

28.2. The Lowest Calculated Bid shall be determined in two steps:

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(a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and

(b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.

28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:

(a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and

(b) Arithmetical corrections. Consider computational errors and omissionsto enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.

28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

29. Post-Qualification

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29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.

29.2. Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB,the Bidder shall submit the following documentary requirements:

(a) Latest income and business tax returnsin the form specified in the **BDS**;

(b) Certificate ofPhilGEPS Registration; and

(c) Other appropriate licenses and permits required by law and stated in the **BDS**.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.

29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.

29.6. Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.

30. Reservation Clause

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30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.

30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

(a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

(b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or

(c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

(i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;

(ii) If the project is no longer necessary as determined by the head of the procuring entity; and

(iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

(a) No bids are received;

(b) All prospective Bidders are declared ineligible;

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(c) All bids fail to comply with all the bid requirements or fail post-qualification; or

(d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

Award of Contract

31. ContractAward

31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.

31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

(a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;

(b) Posting of the performance security in accordance with **ITB** Clause33;

(c) Signing of the contract as provided in **ITB** Clause 32; and

(d) Approval by higher authority, if required.

31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.

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32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

32.4. The following documents shall form part of the contract:

(a) Contract Agreement;

(b) Bidding Documents;

(c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;

(d) Performance Security;

(e) Credit line in accordance with **ITB** Clause 5.5, if applicable;

(f) Notice of Award of Contract; and

(g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

33.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon	Thirty percent (30%)

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demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

34. Notice to Proceed

34.1. Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.

34.2. The contract effectivity date shall be provided in the Notice to Proceed by the Procuring Entity, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.

35. Protest Mechanism

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section55 of the revised Implementing Rules and Regulations of Republic Act 9184.

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Section III. Bid Data Sheet

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Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity isthe Insurance Commission
1.10	The lot*(s)* and reference is/are: **PROCUREMENT INFORMATION TECHNOLOGY (IT) RESOURCES FOR INSURANCE COMMISSION** **(Project Reference No. 15–07-030)**
2	The Funding Source is: The Government of the Philippines (GOP) through IC's Special Fund 151 for the Fiscal Year 2015 in the amount of **TenMillion Six Hundred Thousand Pesos (Php10,600,000.00) inclusive of 12% VAT.** The name of the Project is: **Procurement of Information Technology (IT) Resources for Insurance Commission**
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the IB clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.1(b), may not participate in this Project.
5.4	The Bidder must have completed, within three (3) years from the date of submission and receipt of bids as provided**ITB** Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on **21 August 2015, 2:30 P.M.** at the **IC Executive Lounge, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila.**
10.1	The Procuring Entity's address is: 1071 United Nations Avenue, Ermita, Manila **MR. ANTONIO A. SISON**

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	BAC Chairperson 523-8461 local 115 Email address :**bac@insurance.gov.ph** BAC Secretariat :**bacsec@insurance.gov.ph**
12.1	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last three (3) years prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.2	The ABC is **Ten Million SixHundred Thousand Pesos (Php10,600,000.00) inclusiveof 12% VAT.** Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso.
16.3	No further instructions.
17.1	Bids shall be valid for **120 days** from the bid opening or up to **31December 2015**
18.1	The bid security shall be in the form of a **Bid Securing Declarationand** any of the following amount: 1. The amount of **Two Hundred Twelve Thousand Pesos (Php212,000.00)***[Insert 2% of ABC]*if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; If bid security is in the form of cashier's/manager's check, the payee shall be "Insurance Commission"; 2. The amount of **Five Hundred Thirty Thousand Pesos (Php530,000.00)***[Insert 5% of ABC]* if bid security is in Surety Bond; or 3. Any combination of the foregoing proportionate to the share of

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	form with respect to total amount of security.
18.2	The bid security shall be valid until **31December 2015.**
20.3	Each Bidder shall submit **One (1) original** and **Three (3) copies** of the TECHNICAL COMPONENT (Eligibility Documents/Technical Proposal) and of the FINANCIAL COMPONENT. Each set of documents must be securely fastened in a folder.
21	The address for submission of bids is: **BAC Chairperson c/o BAC Secretariat,** 2nd Floor, Insurance Commission1071 United Nations Avenue, Manila. The **deadline for submission of bids is on 02 September 2015 at 12:00 NN.**
24.1	The place of bid opening is: Executive Lounge, Insurance Commission, 1071 United Nations Avenue, Manila. The date and time of **bid opening** is on **02 September 2015 at 2:30 PM**.
24.2	No further instructions.
27.1	No further instructions.
28.3	**Grouping and Evaluation of Lots -** The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(a)	The bidder shall submit the Latest Annual Income Tax and Business Tax Returns (VAT or Percentage Tax) duly filed thru electronic Filing System (eFPS) of the Bureau of the Internal Revenue (BIR) and duly validated confirmation evidencing the tax payments made or manual submission of ITR duly stamped by the BIR; *Latest Annual Income Tax Return (ITR) shall refer to the 2014 ITR which must be filed thru Electronic Filing and Payment System of the BIR and duly validated confirmation evidencing the tax payments made.* *Latest Business Tax Return refers to Value Added Tax (VAT), and/or Percentage Tax Returns, whichever is applicable, covering*

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	six (6) months immediately prior to the submission of the Bid proposal.
29.2(c)	No further instructions.
32.4(g)	No further instructions.

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Section IV. General Conditions of Contract

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.

(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this Section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Procuring Entity" means the organization purchasing the Goods, as named in the **SCC**.

(h) "The Procuring Entity's country" is the Philippines.

(i) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.

(j) The "Funding Source" means the organization named in the **SCC**.

(k) "The Project Site," where applicable, means the place or places named in the **SCC**.

(l) "Day" means calendar day.

(m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.

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(n) “Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

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(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

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5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.

6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.

7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

8. Procuring Entity's Responsibilities

8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

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9. Prices

9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

9.2. Prices charged by the Supplier for Goods delivered and/orservices performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted**.**Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.

10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.

10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

11. Advance Payment and Terms of Payment

11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.

11.2. For Goods supplied from abroad, the terms of payment shall be as follows:

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(a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

(b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.

(c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.

13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:

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(a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

(b) TheSupplier has no pending claims for labor and materials filed against it; and

(c) Other terms specified in the **SCC**.

13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goodsprovided under this Contract shall conform to the standards mentioned in the

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Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity.The**SCC**and shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.The Supplier shall provide the Procuring Entity with results of such inspections and tests.

16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.

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16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplierfor a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty periodspecified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty.Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.

17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.

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18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

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20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."

20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.

21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entityshall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.

22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

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23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

(a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contact price;

(b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or

(c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goodsand/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical

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and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goodsthat have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goodsnot yet performed and/or ready for delivery, the Procuring Entity may elect:

(a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or

(b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

(a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);

(b) Drawing up or using forged documents;

(c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

(d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

(a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s)

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and cause the execution of a Verified Report, with all relevant evidence attached;

(b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:

(i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;

(ii) the extent of termination, whether in whole or in part;

(iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and

(iv) special instructions of the Procuring Entity, if any.

(c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;

(d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;

(e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

(f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;

(g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and

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(h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

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Section V. Special Conditions of Contract

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Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is: **INSURANCE COMMISSION (IC)**
1.1(i)	The Supplier is *[to be inserted at the time of contract award].*
1.1(j)	The Funding Source is The Government of the Philippines (GOP) through IC's Special Fund 151 in the amount of : **TEN MILLION SIX HUNDRED THOUSAND PESOS (Php10,600,000.00).**
1.1(k)	The Project Site is : **Insurance Commission, 1071 United Nations Avenue, Ermita, Manila.**
5.1	The Procuring Entity's address for Notices is: **HON. EMMANUEL F. DOOC** Insurance Commissioner 1071 United Nations Avenue, Ermita, Manila 523-8461 local 115 The Supplier's address for Notices is: _____ _____ _____ _____ *[Insert address including, name of contact, fax and telephone number]*
6.2	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: For Goods Supplied from Abroad, state "The delivery terms applicable to the Contract are DDP delivered at 5th Floor Bankmer Building, 6756 Ayala Avenue, Makati. In accordance

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	with INCOTERMS." For Goods Supplied from Within the Philippines, state "The delivery terms applicable to this Contract are delivered at 1st Floor Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements. The details of shipping and/or other documents to be furnished by the supplier are as follows: Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity: (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt; (iii) Original Supplier's factory inspection report; (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate; (v) Original and four copies of the certificate of origin (for imported Goods); (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel; (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site. *For Goods supplied from abroad:* Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking

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	precedence: (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the non-negotiable bill of lading ; (iii) Original Supplier's factory inspection report; (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate; (v) Original and four copies of the certificate of origin (for imported Goods); (vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site; (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site. For purposes of this Clause the Procuring Entity's Representative at the Project Site are Edwin Cornelius A. Lauz and Juan Carlo Florencio. **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and (e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up,

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	operation, maintenance, and/or repair of the supplied Goods. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. **Spare Parts –** The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier: a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b) in the event of termination of production of the spare parts: i. advance notification to the Procuring Entity of the pending termination, with sufficient time to permit the Procuring Entity to procure needed requirements. The spare parts required are listed in Section VI. Schedule of Requirement and the cost thereof are included in the Contract Price The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of at least three (3) years. Other spare parts and components shall be supplied as promptly as possible, but in any case within seven (7) days of placing the order. **Packaging –** The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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	.The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Insurance –** The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of

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	Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered *force majeure* in accordance with **GCC** Clause 22. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Patent Rights –** The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
10.4	No further instructions.
11.2(b)	No further instructions.
11.2(c)	No further instructions.
13.4(c)	No further instructions.
16.1	No further instructions.
17.3	Warranty period is three (3) years upon acceptance by the Procuring Entity of the delivered Goods. No further instruction as to obligation covered by the warranty.
17.4	Repair or replacement of defective parts shall be completed within 24 hours and another 24 hours for the replacement of defective units from the time of call
17.5	A penalty of Php1,000.00 for every unit for every day of delay in the repair or replacement of the defective unit/s shall be deducted from the 10% retention.
19	The applicable rate is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without

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	prejudice to other courses of action and remedies open to it.
21.1	No additional provision.

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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter as delivery date, which is the date of delivery to the project site.

1. The delivery schedule shall be as indicated below:

Item	Description	Quantity	U/M	Delivered Weeks/Months
1	Desktop Computers (For Office Productivity)	*36*	*sets*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
2	High-End Desktop Computers (For Office Productivity)	*2*	*sets*	
3	Desktop Computers (For Agent's Exam : IC main office)	*73*	*sets*	
	Desktop Computers (For Agent's Exam : Cebu District Office)	*15*	*sets*	*Delivery, installation and commissioning must be thirty five (35) days from receipt of Notice to Proceed (NTP)*
	Desktop Computers (For Agent's Exam : Davao District Office)	*15*	*sets*	
4	Colored Laser Printer, Branded (Cebu District Office)	*1*	*set*	
	Colored Laser Printer, Branded (Davao District Office)	*1*	*set*	
	Colored Laser Printer, Branded (IC Main)	*1*	*set*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
5	Notebook Computers	*6*	*sets*	
6	Heavy Duty Colored Laser Network Printer, Branded (IC Main)	*1*	*set*	
7	Mobile Printer, Branded	*1*	*set*	

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Item	Description	Quantity	U/M	Delivered Weeks/Months
8	Laser Printer, Branded	*12*	*sets*	
9	Multi-Function Printer	*6*	*sets*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
10	Multi Media and Web Development Software	*2*	*licenses*	
11	Bar Code Reader	*35*	*sets*	
12	Bar Code Printer	*3*	*sets*	

2. Delivery of Desktop Computers and Colored Laser Printer for Agent's Exam shall be delivered to the following:

LOCATION / ADDRESS	QUANTITY	U/M
a) Insurance Commission Main Office *1071 United Nations Avenue, Ermita, Manila*	74*	sets
b) Cebu District Office ***ALMASE REALTY*** *Room 21, Almase Building* *80 Osmena Boulevard* *Cebu City*	16*	sets
c) Davao District Office ***ATU DEVELOPMENT CORPORATION*** *D#3 G/F, Building I, ATUPlaza, Gov. Duterte Street, Davao City*	16*	Sets

- *including Colored Laser Printer*

Note: Price quotation for Cebu and Davao are inclusive of Freight Charges.

3. Payment shall be made within thirty (30) days from acceptance of the items by the Insurance Commission, subject to submission of complete supporting documents.

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4. Bidders shall submit a tentative schedule for all the activities to be done.

5. Brochures and operating manuals should be submitted during the bid opening.

6. Winning Bidder/s must submit warranty certificate and performance test certificate of all delivered equipment.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature over Printed Name of Representative	Date

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Section VII. Technical Specifications

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
1	**COMPUTER AND APPURTENANCES**		**36**	**sets**
	Desktop Computer – For Office Productivity, Branded			
	Casing	Small Form Factor		
	Processor	4th Generation Intel Core i5 Processor with Intel Q75 Chipset		
	Front Side Bus	2.90 - 3.60 GHz		
	Cache	4 MB cache, 2 cores		
	Memory	At least 8GB DDR3		
	Hard Disk Drive	Minimum of 1TB Serial ATA, 7200 rpm		
	Optical Drive	at least DVD+/-RW SuperMulti DL		
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45		
	Audio	Integrated Audio		
	Network Interface Controller	Integrated Gigabit EthernetNetwork Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device		
	Display	At least 21.5” LED-backlit Widescreen anti-glare (Same chassis color and Brand)		
	Video Memory	Minimum dedicated 1GB		
	Keyboard	Keyboard (USB)		
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included		
	Operating System	Latest available MS Windows 64-bit O.S. Professional Edition License (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
	COMPUTER AND APPURTENANCES (*continuation)*		**36**	**sets**
	UPS, Branded	Output Power Capacity	500 VA	
		Nominal Input Voltage	230V	
		Input Frequency	60Hz	
		Typical Backup Time at Half Load	12.4 minutes (150 watts)	
		Typical Backup Time at Full Load	4.4 minutes (300 watts)	
		Surge Energy Rating	300joules	
		Battery Type	Maintenance-free sealed Lead-Acid Battery	
		Warranty	Two (2) years on parts and labor	
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual	
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider		

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
	COMPUTER AND APPURTENANCES		**2**	**sets**
	High-End Desktop Computer – for Office Productivity, Branded			
	Casing	Small Form Factor		
	Processor	4th Generation Intel Core i7 Processor with Intel Q75 Chipset		
2	***Front Side Bus***	2.90 - 3.60 GHz		
	Cache	8 MB cache, 2 cores		
	Memory	At least 16GB DDR3		
	Hard Disk Drive	Minimum of 1TB Serial ATA, 7200 rpm		
	Optical Drive	at least DVD+/-RW SuperMulti DL		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
	COMPUTER AND APPURTENANCES (*continuation)*		**2**	**sets**
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45		
	Audio	Integrated Audio		
	Network Interface Controller	Integrated Gigabit Ethernet Network Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device		
	Display	At least two (2) - 21.5" LED-backlit Widescreen anti-glare (Same chassis color and Brand)		
	Video Memory	Minimum dedicated 1GB		
	Keyboard	Keyboard (USB)		
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included		
	Operating System	Latest available MS Windows 64-bit O.S., Professional Edition License (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)		
	UPS, Branded	Output Power Capacity	500 VA	
		Nominal Input Voltage	230V	
		Input Frequency	60Hz	
		Typical Backup Time at Half Load	12.4 minutes (150 watts)	
		Typical Backup Time at Full Load	4.4 minutes (300 watts)	
		Surge Energy Rating	300joules	
		Battery Type	Maintenance-free sealed Lead-Acid Battery	
		Warranty	Two (2) years on parts and labor	
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual	
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

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ITEM NO.	TECHNICAL SPECIFICATION			QTY	U/M
3	**COMPUTER AND APPURTENANCES**			**103**	**sets**
	Desktop Computer - For Agent's Examination, Branded				
	Casing	Small Form Factor			
	Processor	4th Generation Intel Core i3 Processor with Intel Q75 Chipset			
	Front Side Bus	2.90 - 3.60 GHz			
	Cache	4 MB cache, 2 cores			
	Memory	At least 4GB DDR3			
	Hard Disk Drive	Minimum of 500GB Serial ATA, 7200 rpm			
	Optical Drive	none			
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45			
	Audio	Integrated Audio			
	Network Interface Controller	Integrated Gigabit EthernetNetwork Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device			
	Display	At least 21.5" LED-backlit Widescreen anti-glare (Same chassis color and Brand)			
	Video Memory	Minimum dedicated 1GB			
	Keyboard	Keyboard (USB)			
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included			
	Operating System	Latest available MS Windows 64-bit O.S., Professional EditionLicense (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)			
	UPS, Branded	Output Power Capacity	500 VA		
		Nominal Input Voltage	230V		
		Input Frequency	60Hz		
		Typical Backup Time at Half Load	12.4 minutes (150 watts)		

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	TECHNICAL SPECIFICATION		QTY	U/M
	COMPUTER AND APPURTENANCES (*continuation)*		**103**	**sets**
		Typical Backup Time at Full Load	4.4 minutes (300 watts)	
		Surge Energy Rating	300joules	
		Battery Type	Maintenance-free sealed Lead-Acid Battery	
		Warranty	Two (2) years on parts and labor	
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual	
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
4	**COLORED LASER PRINTER, Branded**		**3**	**sets**
	Print Technology	Laser		
	Resolution	Up to 1200 x 1200 dpi		
	Standard Memory	1GB		
	Process Speed	1.2 GHz		
	Duty Cycle	Up to 80,000 pages		
	Connectivity	Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000Base-TX network port		
	Network Ready	Yes		
	Minimum System Requirements	Latest Microsoft Windows 32/64-bit Latest Mac OS		
	Media sizes supported	Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
4	**COLORED LASER PRINTER, Branded** (*continuation)*		**3**	**sets**
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge Automatic Duplexer		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
5	**NOTEBOOK COMPUTER, Branded**		**6**	**sets**
	Processor	4th Generation Intel Core i5 Processor with Intel Q75 Chipset		
	Display	14” LED-backlit		
	System Memory	8GB DDR3 SDRAM		
	Hard Disk Drive	Minimum of 500GB Serial ATA, 7200 rpm		
	Optical Media	DVD-RW		
	Pointing Device	TouchPad		
	Interfaces	3 USB 3.0; 1 USB 3.0 charging; 1 DisplayPort; 1 VGA; 1 combo stereo headphone/mic jack; 1 AC power; 1 RJ-45; 1 docking connector		
	Network Interface Controller	Gigabit Network Connection (10/100/1000 NIC)		
	Wireless Support	802.11 b/g/n compatible with any access point (AP) device; Bluetooth		
	Power Supply	At least 12.1 to 13.3” LED		
	Battery	Lithium Ion 6-cell pack		
	Operating System	Latest available MS Windows 64-bit O.S., Professional EditionLicense (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
5	**NOTEBOOK COMPUTER, Branded** (*continuation)*		**6**	**sets**
	Accessories	USB optical mouse with scroll wheel; mouse pad and Bag included		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
6	**HEAVY DUTY COLORED LASER NETWORK PRINTER, Branded**		**1**	**set**
	Print Technology	Laser		
	Resolution	Black : up to 1200 x 1200 dpi Color : up to 1200 x 1200 dpi		
	Standard Memory	1GB		
	Process Speed	800 MHz		
	Duty Cycle	Up to 175,000 pages		
	Connectivity	2 Hi-Speed USB Host 1 Hi-Speed USB 2.0 1 Gigabit Ethernet 10/100/1000T Network 2 Internal USB Host		
	Duty Cycle (Monthly, Letter)	Up to 4,000 to 25,000 pages		
	Minimum System Requirements	Compatible in Windows 7, 8, Vista 64-bit Latest Mac OS		
	Media sizes supported	A3, A4, Letter, legal, statement, executive, envelopes		
	Paper Feed Method	Standard paper feeder		
	Accessories	AC Power Cord USB Cable Automatic Duplexer Extra Black and Colored Toners		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
7	**MOBILE PRINTER, Branded**		**1**	**set**
	Print Technology	Inkjet		
	Print Resolution	Black : up to 600 x 600 dpi Color : up to 4800 x 1200 dpi		
	Standard Memory	32MB/64MB (Max.)		
	Processor Speed	220 MHz		
	Print Speed	Up to 22 ppm – black draft Up to 18 ppm – color draft Up to 5ppm black Up to 3.5ppm color		
	Number of Print Cartridges	2 (1 Black cartridge, 1 Color cartridge (cyan, magenta, yellow))		
	Connectivity	1-USB 2.0, 1 Bluetooth 2.0 + EDR		
	Wireless Capability	Yes, Bluetooth 2.0 +EDR		
	Duty Cycle (Monthly, Letter)	Up to 500 pages		
	Minimum System Requirements	Compatible with the latest MS Windows 32/64-bit OS Compatible with the latest Mac OS		
	Media sizes supported	A4, Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)		
	Weight	Up to 2.3 Kg with battery		
	Dimensions (W X D X H)	34.8 x 17.5 x 8.4 cm		
	Accessories	Battery AC Adapter AC Power Cord USB Cable Mobile printer bag Extra ink cartridges (Black and Color)		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
8	**LASER PRINTER, Branded**		**12**	**sets**
	Print Technology	Laser		
	Resolution	Up to 1200 x 1200 dpi		
	Standard Memory	512MB		
	Process Speed	1.2 GHz		
	Duty Cycle	Up to 175,000 pages		
	Connectivity	Hi-Speed USB 2.0 ports (Host and Device); built-in Gigabit Ethernet 10/100/1000T network port; Hardware Integration Pocket (HIP)		
	Network Ready	Yes		
	Minimum System Requirements	Latest Microsoft Windows 32/64-bit Latest Mac OS		
	Media sizes supported	Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)		
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge Automatic Duplexer		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
9	**MULTI FUNCTION PRINTER**		**6**	**sets**
	Print Technology	Inkjet		
	Resolution	Up to 1200x600dpi for black and 4800x1200dpi for color		
	Standard Memory	64MB		
	Process Speed	360 MHz		
	Duty Cycle	Up to 3,000 Pages		
	Connectivity	1 USB 2.0 device port Wireless 802.11b/g/n		
	Print speed black:	ISO: Up to 8.8 ppm,Up to 21 ppm (draft)		
	Print speed color:	ISO:Up to 5.2 ppm,Up to 17 ppm (draft)		
	FAX	Yes, color		
	FAX MEMORY	Up to 99 pages		
	Fax resolution	Up to 300 x 300 dpi		
	Copies, maximum	Up to 50 Copies		
	Copy resolution (black text)	300 x 300 dpi		
	Copy resolution (color text and graphics)	600 x 600 dpi		
	Scanner type	Flatbed, ADF		
	Scan file format	PDF, BMP, JPG, GIF, TIF, PNG		
	Scan resolution, optical	Up to 1200 dpi		
	Duplex printing	Automatic (standard)		
	Paper handling input, standard	100-sheet input tray, 35-sheet Automatic Document Feeder (ADF), Paper handling output, standard, 30-sheet output tray		

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	Network Ready	No
	Media sizes supported	A4 (210 x 297 mm),A5 (148 x 210 mm),A6 (105 x 148 mm),B5 (176 x 250 mm), C6 (114 x 162 mm)
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge
	Connectivity	1 USB 2.0 device port Wireless 802.11b/g/n
	Minimum System Requirements	Windows 8, Windows 7, Windows Vista, Windows XP SP3 or higher (32-bit only) Mac OS
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;

ITEM NO.	**TECHNICAL SPECIFICATION**	**QTY**	**U/M**
	MULTI MEDIA AND WEB DEVELOPMENT SOFTWARE	**2**	**licenses**
10	***Application and Features***	• PDF Reader/Writer/Viewer w/ eSign • with CinematicvisualeffectsandmotionGraphics • with AudioRecording,mixing,andrestoration • with Showcase&Discovercreativework • must Centralizecreativeassets • withDesktopAccesstoCreativeCloud • mustCreatecontentandpublishapps • with WebsiteandmobileappDesign w/ code & design view • mustCreateinteractiveandanimatedwebcontent • mustCodeHTML,CSSandJavascript) • withPreviewandInspectwebdesignsonmobiledevices • DesigntheResponsiveWeb • withfreewebfonts • withAddScript toolkit • mustEasilyinstall&manageextensions • withImageeditingforwebsitesandapps • hasIDEforcodingflashapps&mobiledevicepackaging • with Interactiveexperiencesgamedesign&mobiledevicepackaging • must CreateActionScriptgames,		

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		VectorBasedDrawing, VectorGraphicsandIllustration • must Collaboratewithcopywriters&editors • with Pagedesign,layoutandpublishing • with InspiringColorthemesforanyproject, Digitalphotoprocessingandediting • available with WebsitedesignwithoutCoding • Package withmobileappsinthecloud • withImageeditingandcompositing • with Metadataingest,logging,androughcuts • with VideoProductionandediting • mustBuildandmanagepersonalportfoliosite • with ProfileFlashGamesonwebanddevices • with Filmfinishingandcolorgrading with Collaborativescreenwriting,reportingandschedulingtools
	Operating System	Multiple Platforms (Windows and MAC OS)
	LicenseSubscription	Three (3) Years License Subscription

ITEM NO.	TECHNICAL SPECIFICATION	QTY	U/M
11	**BAR CODE READER**	**35**	**sets**
	Scan Rate:	100 Scans per second	
	Scanner Type:	Bi-Directional	
	Scan Element Frequency:	50Hz	
	Interface :	USB	
	Scan any barcode on any medium	Scans 1-D, 2-D and PDF417 barcodes printed on paper labels or displayed on mobile devices or computer screens.	
	Decode Capability:	UPC/EAN, UPC/EAN with Supplementals, UPC/ EAN 128, Code 39, Code 39 Full ASCII, Code 39 TriOptic, Code 128, Code 128 Full ASCII, Codabar, Interleaved 2 of 5, Discrete 2 of 5, Code 93, MSI, Code 11, IATA, GS1	

Insurance Commission

		DataBar (formerly RSS) variants, Chinese 2 of 5
	Weight:	5.71 oz. / 162 g (w/o cable)
	Handheld:	Yes
	Dimensions:	6.48 in. H x 3.86 in. L x 2.64 in. W 16.5 cm H x 9.8 cm L x 6.7 cm W)
	Corded:	Yes
	Warranty:	Three (3) years on parts and services on-site and with immediate replacement unit with the same specification or higher.

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M
12	**BAR CODE PRINTER**		**3**	**sets**
	Resolution:	300 dpi (12 dots/mm)		
	Memory:	8 MB SDRAM (3 MB available to user); 4 MB Flash (1.5 MB available to user)		
	Print width:	4.09" (104 mm)		
	Print length:	39" (991 mm)		
	Print speed	4" (102 mm)/sec		
	Barcodes/ Symbologies	Linear Codabar Code 11 Code 128 Code 128 with subsets A/B/C Code 39 Code 93 EAN-13 EAN-14 EAN-8 EAN-8 and EAN-13 with 2 or 5 digit extensions German Post Code Industrial 2-of-5 Interleaved 2-of-5 Japanese Postnet Logmars		

Insurance Commission

		MSI MSI-3 Plessey Postnet RSS (reduced space symbology) Standard 2-of-5 UCC/EAN-128 UPC and EAN 2 or 5 digit extensions UPC-A UPC-A and UPC-E with 2 or 5 digit extensions UPC-A and UPC-E with EAN 2 or 5 digit extensions UPC-E 2-dimensional Aztec Codablock Code 49 Data Matrix MacroPDF417 MaxiCode MicroPDF417 PDF417 QR Code Fonts and Graphics
	Media Characteristics	Maximum label and liner width: 4.25" (108 mm) Minimum label and liner width: 0.75" (19 mm) Maximum label and liner length: 0.38" (9.7 mm) to 39" (991 mm) Maximum roll diameter: 5" (127 mm) Core diameter: 0.5" (12.7 mm), 1.0" (25.4 mm), 1.5" (38.1),Media thickness: 0.003" (0.08 mm) to 0.0075" (0.20 mm), Media types: black bar, black mark, continuous, continuous receipt, die- cut, fanfold, gap, notched, perforated, receipt, roll-fed, tag, tag stock
	Ribbon Characteristics	Outside diameter: 1.34" (34 mm) Standard length: 244' (74 m) Ratio: 1:1 Five (5) Extra Ribbon,
	Physical Characteristics	Width: 7.6" (194 mm), Height: 7.5" (191 mm), Depth: 10" (254 mm), Weight: 4.6 lbs (2.1 kg),
	Warranty	Three (3) years on parts and services on-site and with immediate replacement unit with the same specification or higher.
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;

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Section VIII. Bidding Forms

Insurance Commission

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Insurance Commission

IC Form No. 1

Bid Form

Date: _____
Invitation to Bid No: _____

To: The BAC Chairperson
Insurance Commission
2/F IC Bldg., 1071 United Nations Avenue
Ermita, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of Goods]* in conformity with the said Bidding Documents for the sum of _____ *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS**provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

_____ _____
[signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

Insurance Commission

IC Form No. 1-A

For Goods Offered From Within the Philippines

Detailed Bid Price Schedule

Date: _____
Invitation to BidNo: _____

Project : **Procurement of Information Technology (IT) Resources for the Insurance Commission**

Code:
Date of Bidding: _____
Time of Bidding: _____
_____
_____
(Supplier's Name/Address/Tel. No.)

For Goods Offered From Within the Philippines

Name of Bidder _____. ITB Number _____. Page _____of ___.

Item	Description	Qty	U/M	Unit Price	Total Price
1	Desktop Computers (For Office Productivity)	*36*	*sets*		
2	High-End Desktop Computers (For Office Productivity)	*2*	*sets*		
3	Desktop Computers (For Agent's Exam : IC main office)	*73*	*sets*		
	Desktop Computers (For Agent's Exam : Cebu District Office)	*15*	*sets*		
	Desktop Computers (For Agent's Exam : Davao District Office)	*15*	*sets*		
4	Colored Laser Printer, Branded (Cebu District Office)	*1*	*set*		
	Colored Laser Printer, Branded (Davao District Office)	*1*	*set*		
	Colored Laser Printer, Branded (IC Main)	*1*	*set*		

Insurance Commission

5	Notebook Computers	*6*	*sets*		
6	Heavy Duty Colored Laser Network Printer, Branded (IC Main)	*1*	*set*		
7	Mobile Printer, Branded	*1*	*set*		
8	Laser Printer, Branded	*12*	*sets*		
9	Multi-Function Printer	*6*	*sets*		
10	Multi Media and Web Development Software	*2*	*licenses*		
11	Bar Code Reader	*35*	*sets*		
12	Bar Code Printer	*3*	*sets*		
				TOTAL BID PRICE, Pesos :	
				Plus 12% RVAT :	
				TOTAL BID PRICE PHP :	

Total Amount in Words :

(Php)

_____

Signature/Date
Authorized Official/Position

_____

Insurance Commission

IC Form No. 2

Financial Documents For Eligibility Check

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = PhP _____

K = 10 for a contract duration of one year or less, 15 for more than one year up to two
years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract.

Name of Bank: _____

Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting

Insurance Commission

agent for the immediately preceding year and NFCC Computation and/or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

_____
Name of Supplier / Distributor / Manufacturer

_____
Signature of Authorized Representative
Date : _____

NOTE:

1 *If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.*

Insurance Commission

IC Form No. 3

Form of Bid Security (Bank Guarantee)

WHEREAS, *[insert name of Bidder]* (hereinafter called the "Bidder") has submitted his bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the "Bank" are bound unto Insurance Commission (hereinafter called the "Entity") in the sum of *[insert amount]*[1] for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20___.

THE CONDITIONS of this obligation are:

1. If the Bidder:

   (a) withdraws his Bid during the period of bid validity specified in the Form of Bid; or

   (b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or

2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:

   (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or

   (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

_____

Insurance Commission

The Guarantee will remain in force up to and including the date *[insert days]*[2] days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

_____
(Signature, Name and Address)

Insurance Commission

[2] *Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the Bidding Documents are issued.*

IC Form No. 4

Form of Bid Security (Irrevocable Letter of Credit)

Date: _____

EMMANUEL F. DOOC
Commissioner
Insurance Commission
2nd Floor, IC Building,
1071 United Nations Avenue,
Ermita, Manila

Irrevocable Letter of Credit No. _____
For Contract No. _____

WHEREAS, _____, hereinafter called "Supplier" has undertaken in pursuance to __*(name of Project and contract number)*__, and whereas it has been stipulated by you in the said Contract that the Supplier shall furnish an irrevocable standby Letter of Credit for a sum specified therein as security for the faithful compliance of Supplier's obligations in accordance with the Contract.

WHEREAS, we have agreed to guarantee this obligation by Supplier.

THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of Supplier, up to the total amount of _____ and we undertake to pay you, upon first written demand declaring the Supplier to be in default under the Contract and without cavil, or argument, any sum or sums within the limits of ___*(amount of guarantee)*__ as aforesaid, without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This irrevocable guarantee is valid until the issuance by you of Notice of Final Acceptance.

This certification is being issued in favor of the said Supplier in connection with the requirements of bidding of __*(name of the procuring entity)*__ for the above-mentioned contract. We are aware that any false statements issued by us makes us liable for perjury.

Insurance Commission

Name and Signature of Authorized

Financing Institution Officer : _____

Official Designation : _____

Concurred By:

Name & Signature of Supplier's

Authorized Representative : _____

Official Designation : _____

Note:

The amount committed should be machine validated.

Insurance Commission

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____)SS.

BEFORE ME, a Notary Public for and in _____, Philippines, this _____ day of _____, 20_____, personally appeared:

NAME	CTC NO.	ISSUED AT/ON
_____		_____
_____		_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20_____
PTR No._____
Issued at:_____
Issued on:_____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Insurance Commission

IC Form No. 5

List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	a. *Owner's Name* b. Address c. Telephone Nos.	Nature of Work	*Bidder's Role*		a. *Date Awarded* b. Date Started c. Date of Completion	% of Accomplishment		*Value of Outstanding Works / Undelivered Portion*
			Description	%		*Planned*	*Actual*	

Note: *The following documents shall be submitted upon post-qualification:*

1. *Notice of Award and/or Contract*
2. *Notice to Proceed issued by the owner*
3. *Certificate of Accomplishments signed by the owner or authorized representative.*

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Insurance Commission

IC Form No. 6

Statement of all Government & Private Contracts Completed which are Similar in Nature during the last Three (3) years

Business Name : _____

Business Address : _____

Name of Contract	*a. Owner's Name* b. Address c. Telephone Nos.	Nature of Work	*Bidder's Role*		*a. Amount at Award* b. Amount at Completion c. Duration	*a. Date Awarded* b. Contract Effectivity c.Date
			Description	%		

Note: The following documents shall be submitted upon post-qualification:

1. *Contract*
2. *Certificate of Completion*
3. *Certificate of Acceptance*

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

Insurance Commission

IC Form No. 7

Credit Line Certificate

Date:_____

EMMANUEL F. DOOC
Commissioner
Insurance Commission
2nd Floor IC Building,
1071 United Nations Avenue,
Ermita, Manila

CONTRACT/PROJECT : _____

COMPANY/FIRM :_____
ADDRESS :_____
_____

BANK/FINANCING INSTITUTION:_____
ADDRESS :_____
_____

AMOUNT :_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <*Contractor/Distributor/Manufacturer/Supplier*>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <*Contractor/Distributor/Manufacturer/Supplier*> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Supplier.

This Certification is being issued in favor of said <*Contractor/Distributor/Manufacturer/Supplier*> in connection with the bidding requirement of *(Name of the Procuring Entity)* for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer : _____
Official Designation : _____

Concurred By:
Name & Signature of <*Contractor/Distributor/Manufacturer*>
Authorized Representative : _____
Official Designation : _____

Note:
The amount committed should be machine validated.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, this _____ day of _____, 20_____, personally appeared:

NAME	CTC NO.	ISSUED AT/ON
_____		_____
_____		_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No._____
Issued at:_____
Issued on:_____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Insurance Commission

IC Form No. 8

Joint Venture Agreement

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, __*(civil status)*__, owner/proprietor of _____ and a resident of _____.

and –

_____, of legal age, __*(civil status)*__, owner/proprietor of _____ a resident of _____.

That both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the Insurance Commission.

NAME OF PROJECT	CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

Insurance Commission

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, this _____ day of _____, 20_____, personally appeared:

NAME	CTC NO.	ISSUED AT/ON
_____		_____
_____		_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No._____
Issued at:_____
Issued on:_____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Insurance Commission

IC Form No. 9

Conformity with Section VI (Schedule of Requirements) and Section VII (Technical Specifications)

Section VI. Schedule of Requirements

<table>
<tr><th>Location/ Project Site</th><th>Number of Units</th><th>Statement of Compliance (See Note Below)</th></tr>
<tr><td>1071 United Nations Avenue, Ermita, Manila</td><td>
<table>
<tr><th>Item</th><th>Description</th><th>Quantity</th><th>U/M</th></tr>
<tr><td>1</td><td>Desktop Computers (For Office Productivity)</td><td>36</td><td>sets</td></tr>
<tr><td>2</td><td>High-End Desktop Computers (For Office Productivity)</td><td>2</td><td>sets</td></tr>
<tr><td rowspan="3">3</td><td>Desktop Computers (For Agent’s Exam : Main Office)</td><td>73</td><td>sets</td></tr>
<tr><td>Desktop Computers (For Agent’s Exam : Cebu District Office)</td><td>15</td><td>sets</td></tr>
<tr><td>Desktop Computers (For Agent’s Exam : Davao District Office)</td><td>15</td><td>sets</td></tr>
<tr><td rowspan="3">4</td><td>Colored Laser Printer, Branded(For Agent’s Exam : Cebu District Office)</td><td>1</td><td>set</td></tr>
<tr><td>Colored Laser Printer, Branded(For Agent’s Exam : Davao District Office)</td><td>1</td><td>set</td></tr>
<tr><td>Colored Laser Printer, Branded (IC Main)</td><td>1</td><td>set</td></tr>
<tr><td>5</td><td>Notebook Computers</td><td>6</td><td>sets</td></tr>
<tr><td>6</td><td>Heavy Duty Colored Laser Printer, Branded</td><td>1</td><td>set</td></tr>
<tr><td>7</td><td>Mobile Printer, Branded</td><td>1</td><td>set</td></tr>
<tr><td>8</td><td>Laser Printer, Branded</td><td>12</td><td>sets</td></tr>
</table>
</td><td></td></tr>
</table>

Location/ Project	Number of Units	Statement of Compliance

Insurance Commission

Site		(See Note Below)
1071 United Nations Avenue, Ermita, Manila		

Item	Description	*Quantity*	U/M
9	Multi-Function Printer	*6*	*sets*
10	Multi Media and Web Development Software	*2*	*licenses*
11	Bar Code Reader	*35*	*sets*
12	Bar Code Printer	*3*	*sets*

Total Units	Two Hundred Ten (210) Units	

1. The delivery schedule, expressed as weeks, stipulates a delivery date to the project site.

Item	Description	Quantity	U/M	Delivered Weeks/Months
1	Desktop Computers (For Office Productivity)	*36*	*sets*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
2	High-End Desktop Computers (For Office Productivity)	*2*	*sets*	
3	Desktop Computers (For Agent's Exam : IC main office)	*73*	*sets*	
	Desktop Computers (For Agent's Exam : Cebu District Office)	*15*	*sets*	*Delivery, installation and commissioning must be thirty five (35) days from receipt of Notice to Proceed (NTP)*
	Desktop Computers (For Agent's Exam : Davao District Office)	*15*	*sets*	
4	Colored Laser Printer, Branded (Cebu District Office)	*1*	*set*	
	Colored Laser Printer, Branded (Davao District Office)	*1*	*set*	
	Colored Laser Printer, Branded (IC Main)	*1*	*set*	
5	Notebook Computers	*6*	*sets*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
6	Heavy Duty Colored Laser Network Printer, Branded (IC Main)	*1*	*set*	

Insurance Commission

Item	Description	Quantity	U/M	Delivered Weeks/Months
	Colored Laser Printer, Branded (IC Main)	*1*	*set*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
5	Notebook Computers	*6*	*sets*	
6	Heavy Duty Colored Laser Network Printer, Branded (IC Main)	*1*	*set*	
7	Mobile Printer, Branded	*1*	*set*	
8	Laser Printer, Branded	*12*	*sets*	
9	Multi-Function Printer	*6*	*sets*	*Delivery, installation and commissioning must be thirty (30) days from receipt of Notice to Proceed (NTP)*
10	Multi Media and Web Development Software	*2*	*licenses*	
11	Bar Code Reader	*35*	*sets*	
12	Bar Code Printer	*3*	*sets*	

Insurance Commission

2. Delivery of Desktop Computers and Colored Laser Printer for Agent's Exam shall be delivered to the following:

LOCATION / ADDRESS	QUANTITY	U/M
a) Insurance Commission Main Office *1071 United Nations Avenue, Ermita, Manila*	74*	sets
b) Cebu District Office ***ALMASE REALTY*** *Room 21, Almase Building* *80 Osmena Boulevard* *Cebu City*	16*	sets
c) Davao District Office ***ATU DEVELOPMENT CORPORATION*** *D#3 G/F, Building I, ATUPlaza, Gov. Duterte Street, Davao City*	16*	Sets

- *Including colored laser printer*

Note: Price quotation for Cebu and Davao are inclusive of Freight Charges.

3. Payment shall be made within thirty (30) days from acceptance of the items by the Insurance Commission, subject to submission of complete supporting documents.
4. Bidders shall submit a tentative schedule for all the activities to be done.
5. Brochures and operating manuals should be submitted during the bid opening.
6. Winning Bidder/s must submit warranty certificate and Performance Test Certificate of all delivered equipment.

We/I hereby commit to comply and deliver all of the above requirements within the period specified.

_____
Name and Signature of Authorized Official

_____
Position

_____
Date

Insurance Commission

Note: Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
1	**COMPUTER AND APPURTENANCES**		**36**	**sets**	
	Desktop Computer – For Office Productivity, Branded				
	Casing	Small Factor			
	Processor	4th Generation Intel Core i5 Processor with Intel Q75 Chipset			
	Front Side Bus	2.90 - 3.60 GHz			
	Cache	4 MB cache, 2 cores			
	Memory	At least 8GB DDR3			
	Hard Disk Drive	Minimum of 1TB Serial ATA, 7200 rpm			
	Optical Drive	at least DVD+/-RW Super Multi DL			
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45			
	Audio	Integrated Audio			
	Network Interface Controller	Integrated Gigabit Ethernet Network Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device			
	Display	At least 21.5” LED-backlit Widescreen anti-glare (Same chassis color and Brand)			
	Video Memory	Minimum dedicated 1GB			
	Keyboard	Keyboard (USB)			
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included			
	Operating System	Latest available MS Windows 64-bit O.S. Professional Edition License (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
	COMPUTER AND APPURTENANCES*(continuation)*		**36**	**sets**	
	UPS, Branded	Output Power Capacity	500 VA		
		Nominal Input Voltage	230V		
		Input Frequency	60Hz		
		Typical Backup Time at Half Load	12.4 minutes (150 watts)		
		Typical Backup Time at Full Load	4.4 minutes (300 watts)		
		Surge Energy Rating	300 joules		
		Battery Type	Maintenance-free sealed Lead-Acid Battery		
		Warranty	Two (2) years on parts and labor		
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
2	**COMPUTER AND APPURTENANCES**		**2**	**sets**	
	High-End Desktop Computer – for Office Productivity, Branded				
	Casing	Small Factor			
	Processor	4th Generation Intel Core i7 Processor with Intel Q75 Chipset			
	Front Side Bus	2.90 - 3.60 GHz			
	Cache	8 MB cache, 2 cores			
	Memory	At least 16GB DDR3			
	Hard Disk Drive	Minimum of 1TB Serial ATA, 7200 rpm			
	Optical Drive	at least DVD+/-RW Super Multi DL			
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45			
	Audio	Integrated Audio			
	Network Interface Controller	Integrated Gigabit Ethernet Network Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device			
	Display	At least two (2) - 21.5” LED-backlit Widescreen anti-glare (Same chassis color and Brand)			
	Video Memory	Minimum dedicated 1GB			
	Keyboard	Keyboard (USB)			
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included			
	Operating System	Latest available MS Windows 64-bit O.S., Professional Edition License (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
	COMPUTER AND APPURTENANCES *(continuation)*		**2**	**sets**	
	UPS, Branded	Output Power Capacity	500 VA		
		Nominal Input Voltage	230V		
		Input Frequency	60Hz		
		Typical Backup Time at Half Load	12.4 minutes (150 watts)		
		Typical Backup Time at Full Load	4.4 minutes (300 watts)		
		Surge Energy Rating	300joules		
		Battery Type	Maintenance-free sealed Lead-Acid Battery		
		Warranty	Two (2) years on parts and labor		
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
3	**COMPUTER AND APPURTENANCES**		**103**	**sets**	
	Desktop Computer - For Agent's Examination, Branded				
	Casing	Small Factor			
	Processor	4th Generation Intel Core i3 Processor with Intel Q75 Chipset			
	Front Side Bus	2.90 - 3.60 GHz			
	Cache	4 MB cache, 2 cores			
	Memory	At least 4GB DDR3			
	Hard Disk Drive	Minimum of 500GB Serial ATA, 7200 rpm			
	Optical Drive	none			
	Interfaces	Front : 4 USB ports 2.0 and 1 microphone in, 1 Headphone Back : 6 USB port (with at least 4 USB 3.0), 1 Display port, 1 audio out, 1 power connector, 1 RJ 45			
	Audio	Integrated Audio			
	Network Interface Controller	Integrated Gigabit Ethernet Network Controller, Wireless LAN card (802.11 b/g/n compatible with any access point (AP) device			
	Display	At least 21.5" LED-backlit Widescreen anti-glare (Same chassis color and Brand)			
	Video Memory	Minimum dedicated 1GB			
	Keyboard	Keyboard (USB)			
	Mouse	Mouse USB optical mouse with scroll wheel; mouse pad included			
	Operating System	Latest available MS Windows 64-bit O.S., Professional Edition License (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
3	**COMPUTER AND APPURTENANCES**		**103**	**sets**	
	UPS, Branded	Output Power Capacity	500 VA		
		Nominal Input Voltage	230V		
		Input Frequency	60Hz		
		Typical Backup Time at Half Load	12.4 minutes (150 watts)		
		Typical Backup Time at Full Load	4.4 minutes (300 watts)		
		Surge Energy Rating	300joules		
		Battery Type	Maintenance-free sealed Lead-Acid Battery		
		Warranty	Two (2) years on parts and labor		
		Others	With built-in Automatic Voltage Regulator (AVR) and Surge Protector, cable, user's manual		
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
4	**COLORED LASER PRINTER, Branded**		**3**	**sets**	
	Print Technology	Laser			
	Resolution	Up to 1200 x 1200 dpi			
	Standard Memory	1GB			
	Process Speed	1.2 GHz			
	Duty Cycle	Up to 80,000 pages			
	Connectivity	Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000Base-TX network port			
	Network Ready	Yes			
	Minimum System Requirements	Latest Microsoft Windows 32/64-bit Latest Mac OS			
	Media sizes supported	Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)			
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge Automatic Duplexer			
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
5	**NOTEBOOK COMPUTER, Branded**		**6**	**sets**	
	Processor	4th Generation Intel Core i5 Processor with Intel Q75 Chipset			
	Display	14” LED-backlit			
	System Memory	8GB DDR3 SDRAM			
	Hard Disk Drive	Minimum of 500GB Serial ATA, 7200 rpm			
	Optical Media	DVD-RW			
	Pointing Device	TouchPad			
	Interfaces	3 USB 3.0; 1 USB 3.0 charging; 1 DisplayPort; 1 VGA; 1 combo stereo headphone/mic jack; 1 AC power; 1 RJ-45; 1 docking connector			
	Network Interface Controller	Gigabit Network Connection (10/100/1000 NIC)			
	Wireless Support	802.11 b/g/n compatible with any access point (AP) device; Bluetooth			
	Power Supply	At least 12.1 to 13.3” LED			
	Battery	Lithium Ion 6-cell pack			
	Webcam	Mouse USB optical mouse with scroll wheel; mouse pad included			
	Operating System	Latest available MS Windows 64-bit O.S., Professional EditionLicensed (OS pre-installed, burned copy of recovery disk drive installer and reference manuals must be included)			
	Accessories	USB optical mouse with scroll wheel; mouse pad and Bag included			
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
6	**HEAVY DUTY COLORED LASER NETWORK PRINTER, Branded**		**1**	**set**	
	Print Technology	Laser			
	Resolution	Black : up to 1200 x 1200 dpi Color : up to 1200 x 1200 dpi			
	Standard Memory	1GB			
	Process Speed	800 MHz			
	Duty Cycle	Up to 175,000 pages			
	Connectivity	2 Hi-Speed USB Host 1 Hi-Speed USB 2.0 1 Gigabit Ethernet 10/100/1000T Network 2 Internal USB Host			
	Duty Cycle (Monthly, Letter)	Up to 4,000 to 25,000 pages			
	Minimum System Requirements	Compatible in Windows 7, 8, Vista 64-bit Latest Mac OS			
	Media sizes supported	A3, A4, Letter, legal, statement, executive, envelopes			
	Paper Feed Method	Standard paper feeder			
	Accessories	AC Power Cord USB Cable Automatic Duplexer Extra Black and Colored Toners			
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
7	**MOBILE PRINTER, Branded**		**1**	**set**	
	Print Technology	Inkjet			
	Print Resolution	Black : up to 600 x 600 dpi Color : up to 4800 x 1200 dpi			
	Standard Memory	32MB/64MB (Max.)			

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	Processor Speed	220 MHz	
	Print Speed	Up to 22 ppm – black draft Up to 18 ppm – color draft Up to 5ppm black Up to 3.5ppm color	
	Number of Print Cartridges	2 (1 Black cartridge, 1 Color cartridge (cyan, magenta, yellow))	
	Connectivity	1-USB 2.0, 1 Bluetooth 2.0 + EDR	
	Wireless Capability	Yes, Bluetooth 2.0 +EDR	
	Duty Cycle (Monthly, Letter)	Up to 500 pages	
	Minimum System Requirements	Compatible with the latest MS Windows 32/64-bit OS Compatible with the latest Mac OS	
	Media sizes supported	A4, Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)	
	Weight	Up to 2.3 Kg with battery	
	Dimensions (W X D X H)	34.8 x 17.5 x 8.4 cm	
	Accessories	Battery AC Adapter AC Power Cord USB Cable Mobile printer bag Extra ink cartridges	
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.	
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;	

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
8	**LASER PRINTER, Branded**		**12**	**sets**	
	Print Technology	Laser			
	Resolution	Up to 1200 x 1200 dpi			
	Standard Memory	512MB			
	Process Speed	1.2 GHz			
	Duty Cycle	Up to 175,000 pages			
	Connectivity	Hi-Speed USB 2.0 ports (Host and Device); built-in Gigabit Ethernet 10/100/1000T network port; Hardware Integration Pocket (HIP)			
	Network Ready	Yes			
	Minimum System Requirements	Latest Microsoft Windows 32/64-bit Latest Mac OS			
	Media sizes supported	Letter, legal, statement, executive, envelopes (No. 10, Monarch), cards (3 x 5 in, 4 x 6 in, 5 x 8 in), photo (5 x 7 in, 4 x 6 in)			
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge Automatic Duplexer			
	Warranty	Three (3) years on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
9	**MULTI FUNCTION PRINTER**		**6**	**sets**	
	Print Technology	Inkjet			
	Resolution	Up to 1200x600dpi for black and 4800x1200dpi for color			
	Standard Memory	64MB			
	Process Speed	360 MHz			
	Duty Cycle	Up to 3,000 Pages			
	Connectivity	1 USB 2.0 device port Wireless 802.11b/g/n			
	Print speed black:	ISO: Up to 8.8 ppm,Up to 21 ppm (draft)			
	Print speed color:	ISO:Up to 5.2 ppm,Up to 17 ppm (draft)			
	FAX	Yes, color			
	FAX MEMORY	Up to 99 pages			
	Fax resolution	Up to 300 x 300 dpi			
	Copies, maximum	Up to 50 Copies			
	Copy resolution (black text)	300 x 300 dpi			
	Copy resolution (color text and graphics)	600 x 600 dpi			
	Scanner type	Flatbed, ADF			
	Scan file format	PDF, BMP, JPG, GIF, TIF, PNG			
	Scan resolution, optical	Up to 1200 dpi			
	Duplex printing	Automatic (standard)			
	Paper handling input, standard	100-sheet input tray, 35-sheet Automatic Document Feeder (ADF), Paper handling output, standard, 30-sheet output tray			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
9	**MULTI FUNCTION PRINTER *(continuation)***		**6**	**sets**	
	Network Ready	No			
	Media sizes supported	A4 (210 x 297 mm),A5 (148 x 210 mm),A6 (105 x 148 mm),B5 (176 x 250 mm), C6 (114 x 162 mm)			
	Accessories	AC Power Cord USB Cable Extra Toner Cartridge			
	Connectivity	1 USB 2.0 device port Wireless 802.11b/g/n			
	Minimum System Requirements	Windows 8, Windows 7, Windows Vista, Windows XP SP3 or higher (32-bit only) Mac OS			
	Warranty	One (1) year on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;			

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
	MULTI MEDIA AND WEB DEVELOPMENT SOFTWARE		**2**	**licenses**	
10	***Application and Features***	• PDF Reader/Writer/Viewer w/ eSign • with CinematicvisualeffectsandmotionGraphics • with AudioRecording,mixing,andrestoration • with Showcase&Discovercreativework • **must** Centralizecreativeassets withDesktopAccesstoCreativeCloud • mustCreatecontentandpublishapps • with WebsiteandmobileappDesign w/ code & design view • mustCreateinteractiveandanimatedwebcontent • mustCodeHTML,CSSandJavascript) • withPreviewandInspectwebdesignson mobiledevices • DesigntheResponsiveWeb • withfreewebfonts • withAddScript toolkit • mustEasilyinstall&manageextensions • withImageeditingforwebsitesandapps • hasIDEforcodingflashapps&mobiledevicepackaging • with Interactiveexperiencesgamedesign& mobiledevicepackaging • must CreateActionScriptgames, VectorBasedDrawing, VectorGraphicsandIllustration • mustCollaboratewithcopywriters&editors • with Pagedesign,layoutandpublishing • with InspiringColorthemesforanyproject, Digitalphotoprocessingandediting • available with WebsitedesignwithoutCoding • Package withmobileappsinthecloud withImageeditingandcompositing			

ITEM NO.	TECHNICAL SPECIFICATION	QTY	U/M	Statement of Compliance (See Note Below)

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MULTI MEDIA AND WEB DEVELOPMENT SOFTWARE*(continuation)*			**2**	**licenses**
		• with Metadataingest,logging,androughcuts • with VideoProductionandeditingmustBuild andmanagepersonalportfoliosite • with ProfileFlashGamesonwebanddevices • with Filmfinishingandcolorgradingwith Collaborativescreenwriting,reporting andschedulingtools		
	Operating System	Multiple Platforms (Windows and MAC OS)		
	License Subscription	Three (3) Years License Subscription		
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider;		

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
11	**BAR CODE READER**		**35**	**sets**	
	Scan Rate:	100 Scans per second			
	Scanner Type:	Bi-Directional			
	Scan Element Frequency:	50Hz			
	Interface :	USB			
	Scan any barcode on any medium	Scans 1-D, 2-D and PDF417 barcodes printed on paper labels or displayed on mobile devices or computer screens.			
	Decode Capability:	UPC/EAN, UPC/EAN with Supplementals, UPC/ EAN 128, Code 39, Code 39 Full ASCII, Code 39 TriOptic, Code 128, Code 128 Full ASCII, Codabar, Interleaved 2 of 5, Discrete 2 of 5, Code 93, MSI, Code 11, IATA, GS1 DataBar (formerly RSS) variants, Chinese 2 of 5			
	Weight:	5.71 oz. / 162 g (w/o cable)			
	Handheld:	Yes			
	Dimensions:	6.48 in. H x 3.86 in. L x 2.64 in. W 16.5 cm H x 9.8 cm L x 6.7 cm W)			
	Corded:	Yes			
	Warranty:	One (1) year on parts and services on-site and with immediate parts replacement with next business day response.			

Insurance Commission

ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
12	**BAR CODE PRINTER**		**3**	**sets**	
	Resolution:	300 dpi (12 dots/mm)			
	Memory:	8 MB SDRAM (3 MB available to user); 4 MB Flash (1.5 MB available to user)			
	Print width:	4.09" (104 mm)			
	Print length:	39" (991 mm)			
	Print speed	4" (102 mm)/sec			
	Barcodes/ Symbologies	Linear Codabar Code 11 Code 128 Code 128 with subsets A/B/C Code 39 Code 93 EAN-13 EAN-14 EAN-8 EAN-8 and EAN-13 with 2 or 5 digit extensions German Post Code Industrial 2-of-5 Interleaved 2-of-5 Japanese Postnet Logmars MSI MSI-3 Plessey Postnet RSS (reduced space symbology) Standard 2-of-5 UCC/EAN-128 UPC and EAN 2 or 5 digit extensions UPC-A UPC-A and UPC-E with 2 or 5 digit extensions UPC-A and UPC-E with EAN 2 or 5 digit extensions UPC-E			

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ITEM NO.	TECHNICAL SPECIFICATION		QTY	U/M	Statement of Compliance (See Note Below)
BAR CODE PRINTER (continuation)			**3**	**sets**	
12		2-dimensional Aztec Codablock Code 49 Data Matrix MacroPDF417 MaxiCode MicroPDF417 PDF417 QR Code Fonts and Graphics			
	Media Characteristics	Maximum label and liner width: 4.25" (108 mm) Minimum label and liner width: 0.75" (19 mm) Maximum label and liner length: 0.38" (9.7 mm) to 39" (991 mm) Maximum roll diameter: 5" (127 mm) Core diameter: 0.5" (12.7 mm), 1.0" (25.4 mm), 1.5" (38.1),Media thickness: 0.003" (0.08 mm) to 0.0075" (0.20 mm), Media types: black bar, black mark, continuous, continuous receipt, die-cut, fanfold, gap, notched, perforated, receipt, roll-fed, tag, tag stock			
	Ribbon Characteristics	Outside diameter: 1.34" (34 mm) Standard length: 244' (74 m) Ratio: 1:1 Extra Ribbon			
	Physical Characteristics	Width: 7.6" (194 mm), Height: 7.5" (191 mm), Depth: 10" (254 mm), Weight: 4.6 lbs (2.1 kg),			
	Warranty	Three (3) year on parts and services on-site and with immediate parts replacement with next business day response.			
	Bidder/Supplier Requirements	Bidder/Supplier should be an authorized business partner or authorized service provider			

In ura[illegible] Commission

We/I hereby commit to comply and deliver all of the above requirements, as specified.

_____
Name and Signature of Authorized Official

_____
Position

_____
Date

Note: *Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of* ***ITB*** *Clause 3.1(a)(ii) and/or* ***GCC*** *Clause 2.1(a)(ii).*

Insurance Commission

IC Form No. 10

Contract Agreement Form

THIS AGREEMENT made this _____ day of _____ 20_____ between *the* ***Insurance Commission***with principal office address at the Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila, Philippines (hereinafter called "the Entity") of the one part and *[name of* ***Supplier****]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS, the Entity invited Bids for certain goods and ancillary services, viz.,**Procurement of Information Technology (IT) Resources for the Insurance Commission**, and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[****contract price in words and figures****]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

   (a) the Bid Form and the Price Schedule submitted by the Bidder;
   (b) the Schedule of Requirements;
   (c) the Technical Specifications;
   (d) the General Conditions of Contract;
   (e) the Special Conditions of Contract;
   (f) the Entity's Notice of Award; and
   (g) the Supplemental Bid Bulletins.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

Signed in the Presence of:

INSURANCE COMMISSION: (Supplier):

EMMANUEL F. DOOC
Commissioner

(Authorized Signatory)
(Designation)

Insurance Commission

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, and delivered by **EMMANUEL F. DOOC** the Commissioner of Insurance Commission (for the Entity).

_____
EMMANUEL F. DOOC

Signed, sealed, and delivered by _____, the _____ of _____ (for the Supplier).

_____
(Supplier)

Witnessed by:

_____ _____

Certification of funds availability:

_____

Insurance Commission

Republic of the Philippines)
_____) *s.s.*

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ___ day of _____, 2015, personally appeared:

Name	Government issued ID & No.	Issued on	Issued at
EMMANUEL F. DOOC			

known to me and to me known to be the same person who executed the foregoing instrument consisting of three (3) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represents.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public
Until 31 December 20____
PTR No._____
Issued at:_____
Issued on:_____
TIN No. _____

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2015.

Insurance Commission

IC Form No. 11

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

   If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

   If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

   If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

   If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

Insurance Commission

6. ***Select one, delete the rest:***

   If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

Insurance Commission

IC Form No. 12

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

Bid-Securing Declaration

Invitation to Bid/Request for Expression of Interest No.[1] *[Insert reference number]*

To: **EMMANUEL F. DOOC**
Insurance Commissioner
Insurance Commission
2nd Floor Insurance Commission Bldg.,
1071 United Nations Avenue, Ermita, Manila 1000

I/We[2], the undersigned, declared that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration[1]; if I/we have committed any of the following actions:

   (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

   (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

   (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

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[1] *Select one and delete the other.*

[2] *Select one and delete the other. Adopt same instruction for similar terms throughout the documents.*

[1] *Issued by the GPPB through GPPB Resolution No. 03-2012 on 27 January 2012*

Insurance Commission

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid[1], and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/we have hereunto set my/our hands this ___ day of _____ 20___ at _____.

SUBSCRIBED AND SWORN TO before me this ___ day of _____ 20___ at _____, Philippines, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02—8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Government-Issued ID & No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of _____ 20___.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

Insurance Commission

[1] *Select one and delete the other.*

Insurance Commission